



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-29, Annual Payroll/IRS Form W-2, Wage And Tax Statement, Cutoff Schedule

Date: December 20, 2006

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to inform customers of W-2 cutoff dates for the 2007 and 2008 tax years and related payroll settlement dates.

Tax Year 2007

Tax Year 2007, will contain 26 pay periods (Pay Period 25, 2006-Pay Period 24, 2007). Please note that the **first** electronic funds transfer (EFT) net salary payment for Tax Year 2007 (Pay Period 25, 2006), will be certified and released for issuance with a Treasury settlement date of Tuesday, January 2, 2007, due to the Federal Holiday on January 1, 2007. Employees should expect these funds to be available in their bank accounts on this date. Paper check net salary payments will be dated with a Treasury settlement date of Thursday, January 4, 2007. The remaining pay periods of the tax year will have settlement dates for EFT salary and paper check salary payments according to the normal schedule.

Tax Year 2008

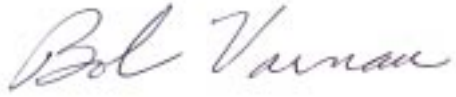
Tax Year 2008, will be different from other tax years because it will contain 27 pay periods (Pay Period 25, 2007-Pay Period 25, 2008). Please note that the **first** EFT net salary payment for Tax Year 2008 (Pay Period 25, 2007) will be certified and released for issuance with a Treasury settlement date of Wednesday, January 2, 2008. Employees should expect these funds to be available in their bank accounts on this date. Paper checks will be dated with a Treasury settlement date of Thursday, January 3, 2008. The remaining pay periods of the tax year will have settlement dates for EFT salary and paper check salary payments according to the normal schedule.

Employee Notification

Agencies should inform employees of these dates so that the necessary actions may be taken with regard to employee elected contributions and deductions (i.e., Thrift Savings Plan contributions, taxes, etc.).

Inquiries

Please refer questions about the W-2 cutoff schedule to the Payroll/Personnel Call Center at **504-255-4630** .



for

MARK J. HAZUDA, Director
Government Employees Services Division

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